Hardware Request

INFORMATION SERVICES & TECHNOLOGY

Policies

Procedures & Forms

Resources & Links (IS&T)

Software

Solution Center

Technology Advisory Council

IS&T is responsible for tracking technology assets purchased with University funds. To ensure accurate inventory and tracking, all computer hardware, peripherals, TVs, or any other equipment that is intended to connect to the University's wired or wireless network and/or purchased with University funds will require approval by IS&T prior to purchase, regardless of the funding source. This includes online orders, purchases made from open POs, employee reimbursements, etc.

Please note that additional charges may apply to Apple products due to warranty coverage and device management licensing fees.

Hardware Request Form

While most hardware and IT-related equipment require IS&T review and approval, some items are exempt. The lists below provide guidance on exempt and non-exempt purchases. For questions on any equipment that you wish to purchase or to consult with IS&T prior to your purchase, please contact the **Solution Center**.

Items Requiring Approval

- Computers (desktops and laptops)
- Monitors
- Docks
- External hard drives or flash drives
- Replacement parts for Computers
- Mobile devices or tablets
- Carts for mobile devices or tablets
- Printers (personal, non-networked)
- Faxes
- Projectors
- Scantron Machines
- Mobile Hotspots
- Networked Cameras

- TVs
- Drones

Items Exempt from Approval

- Keyboards
- Mice, trackballs, or trackpads
- External speakers
- Headphones/Earbuds
- Adapters
- Power cords
- Surge protectors
- Monitor privacy screens
- USB Webcams: Single user (Network cameras and cameras for classrooms require approval)
- Digital cameras (point & shoot, DSLR, camcorders)
- Mobile device cases
- Mobile device protective screens
- Presentation clickers/laser pointers

Desktop Printer

While discouraged due to cost inefficiencies, special circumstances may require a non-networked, personal printer. To request a non-networked, desktop printer, please complete the Hardware Request Form above.

75 College Drive Montevallo, AL 35115
205-665-6000

© 2026 University of Montevallo